

City of San Jose

SENIOR CONSTRUCTION INSPECTOR (3772)CLASS PURPOSE

Under direction, performs work of moderate difficulty in contract administration, materials testing and technical inspection of the construction and maintenance of roads, airports, bridges, sewers, drains, landscaping and related public works, and may supervise a unit of Construction Inspectors or entry level Engineering Technicians. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Reviews plans and specifications for conformance to established standards being used on major construction projects, such as major street widenings, airport runways, bridges, sewer interceptors and trunk lines, and other comparable structures; consults with public and private engineers, contractors and subdividers relative to streets, curbs, gutters, and sanitary sewers; makes up cost estimates. May supervise subordinate inspectors on larger, more complex projects. Responsible for tabulation of quantity of work completed, and preparation of pay letters.

Coordinates pre-construction activities by the City, contractor, utilities, and private citizens to ensure the most expeditious job scheduling; schedules and presides over pre-construction conferences.

Ensures contractor's conformance to applicable safety regulations; recommends extra work orders; recommends field contract changes; coordinates materials testing, construction surveying and inspection of electrical systems; establishes and maintains working relations with property owners and the general public; reviews and makes recommendations concerning proposed projects; and resolves disputes between contractors, inspectors and others.

Inspects construction of public works improvements; helps and supervises other Construction Inspectors on projects such as earthwork, roadways, sewer systems, storm drainage, lighting, utilities and structures, to ensure compliance to design plans and specifications.

Monitors work schedules and activities of contractor to ensure that work done is in compliance with project plans and specs, and in accordance with the time table set in pre-construction conferences.

Prepares entire project for final acceptance by the City; ensures that contractors have fulfilled contracted obligations; completes final acceptance records and reports; and ensures that final pay letter is prepared.

Plans, assigns, and supervises the work performed by Construction Inspectors, entry level Engineering Technicians, and others assigned personnel.

Supervises materials laboratory personnel and makes field and laboratory work assignments; reviews work in progress for conformance with established standards and specifications; coordinates unit activities with project inspectors, engineers, and others; reviews and approves concrete and asphalt batch mix designs; ensures accurate preparation and maintenance of detailed records and reports; orders equipment and supplies.

DISTINGUISHING CHARACTERISTICS

An incumbent in this class will normally be assigned as a project inspector on large and complex public contracts, be responsible for the inspection of a large number of public or private contracts, or supervise a materials testing program function. Incumbents of this class may supervise or provide lead direction to Associate Construction Inspectors, entry level Engineering Technicians, and other assigned personnel. This class differs from the next higher class of Principal Construction Inspector in that incumbents of the latter supervise Senior Construction Inspectors.

This class differs from the lower level class of Associate Construction Inspector in that incumbents of the latter class are supervised by a Senior Construction Inspector.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

- Knowledge of mathematics, including algebra, geometry, and trigonometry.
- Knowledge of principles and terminology of drafting.
- Knowledge of principles, practices, techniques, and terminology of civil engineering.
- Knowledge of engineering practices.
- Knowledge of construction methods, materials and equipment.
- Knowledge of principles, techniques, and terminology relating to inspection.
- Knowledge of the principles and problems used in taking cross-section, profile, location, topographic and construction layout surveys.
- Knowledge of material standards, manuals, testing procedures, and related terminology.
- Knowledge of construction materials inspection and testing.
- Ability to determine quality, materials, and workmanship through inspection, and to determine compliance with specifications.
- Ability to maintain effective public relations with property owners, contractors, and other individuals and groups in the community.
- Ability to supervise and train subordinates.
- Ability to write and prepare clear and concise reports.
- Ability to analyze situations and take the proper action.

Competency Knowledges, Skills and Abilities

- Knowledge of Airport standards and policies.
- Knowledge of City bidding procedures and unit bid pricing.
- Knowledge of statistics.
- Knowledge of City material and construction standards.
- Knowledge of water systems installation.
- Knowledge of landscaping plants (i.e., identification and planting).
- Ability to formulate and write engineering specifications and plans; inspect work in progress; perform final inspection; and prepare partial and final payment approvals.
- Ability to analyze and interpret data.

QUALIFICATIONS (Continued)

Training and Experience

Any combination of training and experience equivalent to successful completion of high school and six (6) years of increasingly responsible sub-professional engineering/construction inspection work, including two (2) years at the level of Associate Construction Inspector, Associate Engineering Technician, Instrument Person, or equivalent. (Completion of a terminal curriculum in engineering technology equivalent to that given in an accredited California junior college or two years of college engineering courses may be substituted for two (2) years of the remaining four (4) years of required experience.)

Licenses/Certificates

Possession of a valid California driver's license.